

**Kittery Town Council Workshop on the Council/Manager working relationship and  
the Council's own process  
Tuesday, May 10, 4:30 – 8:30, Kittery Town Hall**

**Meeting Purpose:** to help the Council work effectively and smoothly with the town manager and with each other as a Council

**Desired Outcomes:**

- A clear understanding of the distinct roles of the Councilors and the Manager
- An agreement on how best to work together
- An agreement on and commitment to how the Council will work together effectively in its deliberations and decision making

**Agenda:**

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| 4:30 | Meeting introduction: review the purpose, outcomes and agenda; introductions and ground rules for the workshop   |
| 4:45 | Why are you a Councilor? What is your role or job? What skills are required to do your job?<br><br>Why are you a town manager? What is your job? What skills are required to do your job?  |
| 5:15 | What are the differences between the Councilor's job and the Manager's job and what does that look like in practice?<br><br>Given what you said to me about the Council/Manager relationship in Kittery in the recent past, how can you strengthen what has worked well and solve what is not working as well. What tools do you already have, what do you need to make them work better for you.<br><br>What do you need from one another to do your different jobs well? |
| 6:15 | Supper break   |
| 6:40 | How would you describe a Council that is doing its work well and serving the citizens well? What are they doing? How are they doing it? What does it look like?<br><br>Given what you have told me about what works well and what doesn't in your Council's activities in and outside of meetings, what can you do to move from where you are to that vision of a great Council?<br><br>What do you already have in place to help you? How can you make that work better?  |
| 8:20 | Wrap up: review agreements, next steps, meeting evaluation   |
| 8:30 | Adjourn  |